



# ***HHSDC Training Center Course Catalog***

**July, 2004 - June 2005**

California Health and Human Services Agency Data Center  
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## INTRODUCTION

Welcome to the Fiscal Year 2004-2005 edition of the HHSDC Training Center Course Catalog.

The HHSDC Training Center is in its 18<sup>th</sup> year of providing high-quality, low-cost information technology training services to our government customers. This year we are pleased to offer you the same quality of excellent information technology training courses as in previous years.

Once again we bring you these courses without a tuition increase. We are proud of our ability to offer high-quality IT training while holding the line on cost.

This catalog contains course titles, course dates, and tuition. For complete course descriptions, please access our web site at [www.training.ca.gov](http://www.training.ca.gov) and open the on-line Training Schedule. There you can click on a course title to view the course content.

The HHSDC Training Center staff is here to help you. Please feel free to contact us at any time.

We look forward to seeing you at the Training Center this year.

Regards,

The HHSDC Training Center Team

# HHSDC Training Center Information

## Who We Are

The HHSDC Training Center is a State of California agency providing information technology training services to public sector employees.

Since the mid-1980's, the HHSDC Training Center has consistently provided excellent technical training to state, local, and federal government agencies. Our customers rely on us to provide a comprehensive training curriculum on various information technology subjects.

## Mission Statement

The HHSDC Training Center promotes the long-term success of HHSDC and its partners by providing excellent, low-cost information technology training in mainframe, networking, web development, PC applications and support and other high-end technical and related topics to our customers. We are dedicated to exceeding our customers' expectations by soliciting and acting immediately on open and honest feedback to improve continuously our processes and services.

## Registration Information

To enroll in a class at HHSDC, please have your training coordinator call the HHSDC Training Center Registration Line at **(916) 739-7502** or **toll free (866) 510-0867**. We will take all enrollment and billing information over the phone, then send the training coordinator written confirmation and a map to HHSDC for each student.

## Cancellation Policy

***Cancellations of enrolled students must be submitted in writing via e-mail to [training@hhsdc.ca.gov](mailto:training@hhsdc.ca.gov) by the training coordinator. To avoid late charges, the note must be received by **TEN (10) WORKING DAYS PRIOR TO THE FIRST DAY OF CLASS**. The full course fee will be charged for any cancellations and reschedules received after the 10-working day deadline. HHSDC will reply with a written acknowledgment. Verbal cancellation notifications will not be accepted. Substitutions may be made at any time via telephone call.***

*Be sure to include in your cancellation note the following information:*

- *Name of student you wish to cancel*
- *Class title and date in which the student is enrolled*

## Location and Parking

*Check out our map on the last page.* The HHSDC Training Center is located at 9323 Tech Center Drive, Suite 100, in Sacramento. Tech Center Drive is located one block south of the intersection of Folsom Blvd. and Mayhew Road, between Bradshaw and Watt.

Plenty of free parking is available.

## Light Rail Information and Tickets

Light Rail access is a few convenient steps from the Training Center. Take Light Rail to the Tiber Station, disembark, and take the short walkway on the south side of the station into the parking lot behind the Training Center. We are located in the building just to your right. Walk around to the front door and come on in!

**NEED A RIDE?** *We have complimentary light rail tickets available for your convenience.*

If you need tickets to ride Light Rail for any day you are attending a class at the HHSDC Training Center, please call us at (916) 739-7502.

*You must call no later than 5 working days before your class to order the tickets.*

## Satisfaction Guaranteed

All training at the HHSDC Training Center is unconditionally guaranteed or your money back. If you are dissatisfied with the training you received at HHSDC, please come by the HHSDC Training Office or call us at (916) 739-7502.

## Class Start and End Times

All classes begin at 8:15 AM and most end approximately at 4:00 PM.

Classes taught by Innovative Solutions, Inc. (most of the Microsoft and all HTML courses) end approximately at 3:30 PM.

## When Coming to Class

Dress is casual when attending training. Temperatures may vary widely within each classroom. We suggest dressing in layers to accommodate the temperature fluctuations.

## On-site Breakroom, Telephones, E-mail Access

The HHSDC Training Center has a large breakroom with microwave ovens, and refrigerators available for students to use. Fresh-brewed coffee, tea, hot chocolate, bottled water, vending snacks and drinks, and ice cream are available.

Additionally, many restaurants are located within a short driving distance along Folsom Blvd. and other nearby streets.

We have telephones available in the lobby for your use. You can make local calls on these phones at no charge, or you are welcome to use a calling card for long distance calls.

PCs are set up in the lobby to allow you to check your e-mail if you have web-based e-mail access.

## Discounts available

Discounted prices for dedicated class sessions are available for most courses. Please call us at (916) 739-7502 for details.

## Mailing List

To add YOUR NAME to our mailing list and receive all of our flyers and catalogs in the mail, please call us at (916) 739-7502 or Toll Free (866) 510-0867, or e-mail us at [training@hhsdc.ca.gov](mailto:training@hhsdc.ca.gov), with the following information:

- Your name
- Your organization's name (County, State department, etc.)
- Mailing address
- Phone number
- Fax number
- E-mail address

To delete YOUR NAME from our mailing list:

- Call us or e-mail us at the above number or e-mail address
- Provide us with your name and organization as shown on a current mailing label
- Please allow 4-6 weeks for the mailings to stop.



# ***LearningPASS Program***

# Learning Personal Advantage Software Skills

- ***Quality IT Training***
- ***No Contracts***
- ***No Bidding***
- ***Easy to Use***
- ***Discount Pricing***
- ***Toll Free Order Line***
- ***Satisfaction Guaranteed***

## *How it Works:*

### ***Training Where You Want It***

- At any **Contractor** training facility
- At your facility—on-site Dedicated Class

### ***At Discount Prices***

- All LearningPASS training is discounted to save you money
- LearningPASSes apply to standard PC application or advanced technical training
- LearningPASSes can be combined for multiple days or more expensive classes
- Additional discounts for dedicated classes

### ***Easy To Purchase***

- No contracts
- Call toll free @ 1-888-895-7337 to purchase LearningPASSes from the HHSDC Training Center
- The HHSDC Training Center will invoice your organization, and hold the funds to pay the vendor only after training services have been delivered

### ***Easy To Use***

*Registration is a simple 1,2,3-step process:*

1. Contact the HHSDC Training Center to request a LearningPASS purchase
2. Receive your Account Number to be used for all LearningPASS purchases
3. Contact the vendor to register for a class

LearningPASS delivers Information Technology Training where you want it throughout the State of California or through self-study web-based training. Through HHSDC's contract tremendous cost savings are passed along to the customer. To locate the facility closest to you or to find out more about LearningPASS, simply access the LearningPASS website at:

**[www.learningpass.ca.gov](http://www.learningpass.ca.gov)**

or call us toll free at:

**1-888-895-7337**

## ***Program Benefits***

- Satisfaction Guaranteed
- Tremendous discounts
- High Quality Training
- Hands-on Instruction
- State of California administered contract

### **Available Classes include:**

Word Processing	Databases
Internet	Graphics & Publishing
Spreadsheets & Financials	IT Security
Technical certification	Integrated & Business Applications

Instructor-led or e-learning

Classes for beginner, intermediate or advanced students

## Certificate Programs at the HHSDC Training Center

The HHSDC Training Center offers a number of technical certificate programs. These programs are taught by training contractors who are selected for their high quality of instruction, technical expertise in the subject matter, and their success in providing comprehensive training classes.

### WHY EARN A HHSDC CERTIFICATE?

- You will complete a rigorous, in-depth program of technical training in the chosen subject matter.
- You will be taught by some of the best professionals in the business.
- Your course of study has been customized to the State of California's needs.
- All technical information reflects the latest in the subject matter.
- These certificate programs are not available anywhere else.

As of July 1, 2004 the HHSDC Training Center offers the following certificate programs:

- **Information Technology Project Management**
- **Information Architect**
- **PC Support**
- **SAS Software**
- **NATURAL MVS Applications**
- **z/OS Enterprise Developer**
- **DB2 for z/OS Enterprise Developer**

### Information Technology Project Management Certificate Program

The program consists of nine modules covering the essential skills and knowledge needed to manage successfully information technology projects in the State of California. This program is designed for managers and analysts who will be participating in IT projects as project managers or leads. The schedule for the FY 2004/2005 program follows:

<b><i>IT Project Management Certificate Program Overview</i></b> .....	April 4, 2005
<b><i>Implementing Strategic Plans</i></b> .....	April 5-6, 2005
<b><i>Effective Presentations</i></b> .....	April 13-14, 2005
<b><i>Meeting Management and Group Facilitation</i></b> .....	April 28-29, 2005
<b><i>Conducting a Feasibility Study</i></b> .....	May 5-6, 2005
<b><i>Working with Strategic Business Partners</i></b> .....	May 26-27, 2005
<b><i>Microsoft Project 2000 Advanced</i></b> .....	June 6, 2005
<b><i>Project Initiation and Planning</i></b> .....	June 13-15, 2005
<b><i>Project Performance Assessment and Closure</i></b> .....	June 27-28, 2005

### Information Architect Certificate Program

This program consists of a core program of six classes, plus electives. These classes will teach you to understand the core competencies of your business, and to model and test business requirements using a structured approach. You may earn the following certificate levels by completing the program requirements as listed below:

**Information Architect** ..... All core classes  
**Information Architect Expert**..... All core classes plus **two** electives  
**Information Architect Master** ..... All core classes plus **four** electives

NOTE: Beginning in FY 03/04, **Effective Business Requirements** (now titled **Discovering Essential Business Requirements**) has been changed from an elective to a core class. Consequently, the number of electives needed for each certificate level has been reduced by one class. Anyone who began the program prior to FY 03/04 may choose to earn their certificate using either the new FY 03/04 program requirements, or the requirements in place when they began the program.

Core classes:

- **Modeling Essential Business Processes** (formerly *Introduction to Structured Analysis*)
- **Discovering Essential Business Requirements** (formerly *Effective Business Requirements*)
- **Modeling Essential Business Data** (formerly *Data Modeling Essentials*)
- **Designing Optimum Business Systems** (formerly *Introduction to Structured Design*)
- **Building an Effective Testing Environment** (formerly *Structured Testing Fundamentals*)
- **Tailoring the SDLC Process to Your Organization** (formerly *Maturing Your SDLC Process*)

Electives:

- **Streamlining the SDLC Process** (formerly *Structured Analysis – Advanced Concepts*)
- **Modeling in an Object-Oriented Environment** (formerly *Analysis & Design in an Object-Oriented Environment*)
- **Designing Distributed Databases** (formerly *Database Technology for the New Millennium*)
- **Utilizing Distributed Architectures** (formerly *Client/Server – A Technical Overview*)

## **PC Support Certificate Program**

This program consists of three intensive, hands-on training courses that will provide you with in-depth knowledge, skills, and tools to perform hardware and software PC support in your workplace. The classes are:

- **PC Support and Troubleshooting – Level 1** (formerly *The PC Coordinator Survival Course*)
- **PC Support and Troubleshooting – Level 2** (formerly *Hands-On PC Troubleshooting and Repair*)
- **PC Support and Troubleshooting – Level 3** (formerly *Data Recovery Techniques and Disk Drive Troubleshooting*)

## **SAS Software Certificate Program**

This program consists of three tracks designed for individuals who desire a complete grounding in SAS software to perform a variety of analytical and reporting activities:

**SAS/Analyst**..... All core classes  
**SAS/Expert**..... All core classes **plus** any two Expert classes  
**SAS/Master** ..... All core classes **plus** any two Expert **AND** any two Master classes

**SAS/Analyst Certificate (Core classes)**

This track is designed to help attendees gain a complete understanding of how SAS software works and is used. Attendees will learn how to perform ad hoc analysis and reporting in standard data environments typically found within most Analyst/Researcher/Programmer positions.

- **SAS Programming I: Fundamentals of the SAS System**
- **SAS Programming II: Data Manipulation Using the Data Step**
- **SAS Programming III: Advanced Techniques**
- **SAS Report Writing: A Programming Approach**

**SAS/Expert Certificate**

This track is designed for individuals who wish to gain an understanding of how SAS is used to publish information and reports in different forms, including the web, PDF, Word and other environments. Large data file access is typical within the State. This track also discusses the use of SAS/SQL and the efficiencies available for processing table lookups, merges and joins against large data sources.

- **SAS: Output Delivery System (ODS) Basics**
- **SQL Processing in SAS Software**
- **SAS Programming IV: Efficiencies, Tips and Tricks**

**SAS/Master Certificate**

This track discusses how SAS uses a multi-threading and multi-processor environment to more efficiently process data. Macros are discussed to show how program processes can be automated, simplified and placed into production style environments for standard reporting. Database and spreadsheet access that is typical in most environments will be covered. Efficient processing in a client server environment that uses SAS under Windows, Unix and MVS will be taught to show students how to best implement a distributed processing and data environment.

- **Accessing Relational Databases and Spreadsheets Using SAS Software**
- **Client Server Processing with SAS/Connect Software**
- **Macros in SAS Software**

**NATURAL MVS Applications Certificate Program (2 levels)**

This program consists of four core classes that will teach your programmers to become skilled NATURAL application programming, and two additional courses that will prepare them for becoming NATURAL application developers. The classes in the series include:

*NATURAL MVS Application Programmer Certificate* – all of the following core classes:

- **NATURAL Programming Fundamentals**
- **NATURAL Intermediate Programming**
- **NATURAL Advanced Programming Techniques**
- **Inside ADABAS**

*NATURAL MVS Application Developer Certificate* - all core classes plus both of the following courses:

- ***Introduction to PREDICT***
- ***NATURAL Construct Applications Workshop***

## **z/OS Enterprise Developer Certificate Program (REVISED)**

This program consists of 4 core classes, and 4 optional courses, that will teach your novice programmers to become skilled technical developers in the z/OS environment and to understand the specifics of coding, tuning and maintaining high-quality COBOL-based z/OS computer applications. The program will teach a non-technical employee how to become a developer of enterprise-level computer systems and how to optimize those systems to run in a z/OS environment.

A special certificate will be awarded upon completion of the core classes, and for each optional path completed. The classes in the series include:

*Core classes:*

- ***Introduction to z/OS***
- ***Getting Started with z/OS TSO/ISPF***
- ***Getting Started with z/OS JCL & Utilities***
- ***COBOL Programming – 1 of the following:***
  - ❑ ***Basic COBOL Programming (5 days)*** – for students with experience coding in another mainframe programming language such as Assembler, PL/1, Fortran, REXX
  - ❑ ***Basic COBOL Programming for New Programmers (10 days)*** – for those with no prior programming experience
  - ❑ ***Getting Started with COBOL 390/LE (2 days)*** – for experienced COBOL programmers

*Batch path:*

- ***z/OS Application Dump Reading***
- ***Basic VSAM Programming***

*CICS path:*

- ***Introduction to CICS***
- ***Basic CICS Command Level COBOL Programming***

## **DB2 for z/OS Enterprise Developer Certificate Program (REVISED)**

This program consists of four core classes that will provide you with the skills you need to develop and maintain efficient enterprise-wide applications in the DB2 environment. The classes in the series include:

- ***Introduction to DB2 Concepts***
- ***DB2 Programming (Beginning)***
- ***DB2 Programming (Intermediate)***
- ***DB2/SQL Advanced Concepts***

## **How to Earn a Certificate**

Enroll in and complete all courses listed for the program of your choice. The courses in each program are offered at various dates throughout the year. Simply choose the individual course dates most convenient to you. It is strongly recommended that you attend the courses in the order listed.

**To obtain your program certificate**, while you are on-site attending the final course in your program notify the HHSDC Training Office that you are about to complete the program. A special certificate will be prepared and awarded to you upon completion of the final class.

**These programs are retroactive for any past attendance.** If you have attended any of these courses in the past they will count towards earning the certificate.

Most courses may also be taken as stand-alone classes. Some prerequisites apply. The Information Technology Project Management program modules are not available for stand-alone enrollment.

For more detailed information on any particular course, please contact the HHSDC Training Center for a detailed flyer or check out our web site and access Certificate Programs.

## **Tuition Discounts**

Your organization will be charged the standard tuition as you complete each course. However, completion of any of the above certificate programs within the following time periods entitles you to a 10% discount off the total standard tuition. The total discount for all classes in your program will be applied in the final class. The discounts are available to those who began the programs after the dates shown. The **Information Technology Project Management Certificate Program** is not eligible for a discount.

**Programs with Multiple Levels:** Certificates will be awarded, and discounts applied, at the completion of each level. Discounts will be applied only for the classes taken at each level when you complete that level.

<b>Certificate Program</b>	<b>Completion period for discount</b>
<b>Information Architect</b>	Core – 18 months Each add'l level – 12 months
<b>PC Support</b>	12 months
<b>SAS Software</b>	12 months per level
<b>NATURAL MVS Applications</b>	12 months per level
<b>z/OS Enterprise Developer</b>	Core – 18 months Each optional path – 12 months
<b>DB2 for z/OS Enterprise Developer</b>	18 months



## HHSDC Training Center FY 04/05 Course Schedule

### Accessible Technology

Accessible Technology Training (\$500) .....To Be Announced

### ADABAS, NATURAL, PREDICT

The schedule for ADABAS/NATURAL and PREDICT courses was not available when this catalog was printed. Please check our web site at [www.training.ca.gov](http://www.training.ca.gov) for a complete listing of ADABAS/NATURAL courses. We apologize for any inconvenience.

### Analysis and Design – see System Development Life Cycle

### Assembler Programming Language

Basic Assembler Programming (\$1,075).....Jan 24-28

### CICS

Advanced CICS Programming Concepts (\$1,075).....Feb 14-18  
 Basic CICS Command Level COBOL Programming (\$925) .....Nov 1-5, May 23-27  
 Introduction to CICS (\$225).....Oct 14, May 17

### Client/Server

Introduction to Client/Server (\$225).....Nov 18, May 16  
 Utilizing Distributed Architectures (\$675) .....Nov 3-5, Apr 27-29  
 (formerly *Client/Server – A Technical Overview*)

### COBOL Programming Language

Basic COBOL Programming (for experienced programmers) (\$975) .....Oct 18-22  
 Basic COBOL Programming for New Programmers (\$1,950).....Apr 18-29  
 Advanced COBOL Programming (\$1,075).....Feb 28-Mar 4

### Data Modeling

Overview of Data Modeling (\$225) .....Mar 22  
 Modeling Essential Business Data (\$825).....Oct 5-8, Feb 22-25, May 31-Jun 3  
 (formerly *Data Modeling Essentials*)

### Databases – see also Microsoft Access

Overview of Database Concepts (\$225) .....Oct 15, Mar 21  
 Designing Distributed Databases (\$675).....Feb 14-16  
 (formerly *Database Technology for the New Millennium*)

### DB2

Introduction to DB2 Concepts (\$225) .....Jan 31  
 DB2 Programming (Beginning) (\$825) .....Feb 1-4  
 DB2 Programming (Intermediate) (\$875) .....Apr 4-7  
 DB2/SQL – Advanced Concepts (\$675).....May 2-4

## Debugging

File-Aid Fundamentals (\$450) .....Dec 1-2, Jun 29-30  
z/OS Application Dump Reading (\$450) .....Jan 20-21

## E-mail and Calendaring

Microsoft Outlook 2000 Introduction (\$110) .....Nov 3, May 3  
Microsoft Outlook 2000 Advanced (\$110) .....Jun 2

## Feasibility Study Reports

Conducting a Feasibility Study (\$625).....Oct 18-20, Apr 20-22

## File-Aid

File-Aid Fundamentals (\$450) .....Dec 1-2, Jun 29-30

## HTML

HTML 4 Programming Level 1 (\$125) .....Sep 28, Jan 26, May 16  
HTML 4 Programming Level 2 (\$125) .....Dec 8, May 25  
HTML 4 Programming Level 3 (\$125) .....Oct 27, Jun 13

## Information Architect Certificate Program – see Certificate Programs

## Information Technology Project Management Certificate Program – see Certificate Programs

## Introductory Data Processing

Introduction to Information Technology (\$450).....Oct 12-13, May 2-3  
Overview of Database Concepts (\$225) .....Oct 15, Mar 21  
Overview of Data Modeling (\$225) .....Mar 22

## Microsoft Access

Microsoft Access 2000 Introduction (\$110) .....Aug 10, Sept, 14, Sep 29,  
Oct 18, Nov 4, Nov 17, Dec 9,  
Jan 6, Jan 24, Feb 15, Mar 7,  
Mar 23, Apr 13, May 9, May 24,  
Jun 7, Jun 22  
Microsoft Access 2000 Intermediate (\$110).....Aug 19, Sep 20, Oct 12, Nov 15,  
Dec 16, Jan 13, Feb 8, Mar 10,  
Apr 25, May 19, Jun 20  
Microsoft Access 2000 Advanced (\$110).....Aug 24, Oct 26, Dec 13, Feb 3,  
Apr 21, Jun 27  
Microsoft Access 2000 Programming Using Visual Basic (\$525) .....Oct 4-6, Jan 18-20, Apr 5-7,  
Jun 13-15  
Microsoft Access 2002 (XP) Introduction (\$110).....Sep 21, Jan 12, May 23  
Microsoft Access 2002 (XP) Intermediate (\$110).....Nov 16, Mar 14, Jun 16  
Microsoft Access 2002 (XP) Advanced (\$110).....Jan 25, Jun 28

**Microsoft Excel**

Microsoft Excel 2000 Worksheets (Level 1) (\$110).....	Aug 12, Sep 22, Oct 6, Nov 16, Dec 14, Jan 5, Feb 7, Mar 14, Apr 20, May 17, Jun 14
Microsoft Excel 2000 Charting and Organizing Data (\$110) .....	Sep 15, Nov 30, Jan 19, Mar 21, May 5, Jun 23
Microsoft Excel 2000 Advanced (\$110).....	Oct 19, Dec 7, Mar 8, Jun 28
Microsoft Excel 2000 Programming Using Visual Basic (\$525) .....	Nov 2-4, May 2-4
Microsoft Excel 2002 (XP) Worksheets (Level 1) (\$110) .....	Oct 13, Feb 14, May 19
Microsoft Excel 2002 (XP) Charting and Organizing Data (\$110).....	Jan 13, Jun 20
Microsoft Excel 2002 (XP) Advanced (\$110) .....	Feb 16, Jun 29

**Microsoft FrontPage**

Microsoft FrontPage 2000 Introduction (\$125) .....	Sep 28, Mar 15
Microsoft FrontPage 2000 Advanced (\$125).....	Apr 26

**Microsoft Outlook**

Microsoft Outlook 2000 Introduction (\$110) .....	Nov 3, May 3
Microsoft Outlook 2000 Advanced (\$110) .....	Jun 2

**Microsoft PowerPoint**

Microsoft PowerPoint 2000 Introduction (\$110) .....	Sep 13, Nov 2, Jan 11, Mar 17, May 26
Microsoft PowerPoint 2000 Advanced (\$110) .....	Nov 29, Jun 9
Microsoft PowerPoint 2002 (XP) Introduction (\$110) .....	Oct 18, Apr 19
Microsoft PowerPoint 2002 (XP) Advanced (\$110).....	May 25

**Microsoft Project**

Microsoft Project 2000 Introduction (\$300) .....	Aug 11-12, Sep 14-15, Oct 20-21, Dec 1-2, Jan 10-11, Mar 1-2, Apr 13-14, May 17-18, Jun 22-23
Microsoft Project 2000 Advanced (\$150) .....	Sep 13, Dec 9, Mar 21, Jun 9

**Microsoft Visio**

Microsoft Visio 2000 Create Flow Charts and Diagrams (\$110).....	Aug 25, Jan 18, May 4
Microsoft Visio 2000 Create Organizational Charts (\$110) .....	Oct 21, Apr 27
Microsoft Visio 2002 (XP) Introduction (\$110).....	Oct 7, Feb 9, May 16
Microsoft Visio 2002 (XP) Intermediate (\$110) .....	May 31

**Microsoft Word**

Microsoft Word 2000 Introduction (\$110) .....	Oct 14, Jan 20, Apr 7, Jun 8
Microsoft Word 2000 Intermediate (\$110) .....	Sep 23, Dec 2, Mar 16, Jun 16
Microsoft Word 2000 Advanced (\$110) .....	Dec 15, Jun 27
Microsoft Word 2002 (XP) Introduction (\$110) .....	Nov 17, May 20
Microsoft Word 2002 (XP) Intermediate (\$110).....	Jan 5, May 26
Microsoft Word 2002 (XP) Advanced (\$110).....	Jun 1

**Object-Oriented**

Modeling in an Object-Oriented Environment (\$975) .....Apr 11-15  
 (formerly *Analysis & Design in an Object-Oriented Environment*)

**PC Support Certificate Program – see Certificate Programs****PC Support and Troubleshooting**

PC Support and Troubleshooting – Level 1 (\$1,425) .....Sep 20-24, Jan 10-14, May 16-20  
 PC Support and Troubleshooting – Level 2 (\$1,475) .....Oct 25-29, Feb 7-11, Apr 11-15,  
 Jun 13-17  
 PC Support and Troubleshooting – Level 3 (\$1,195) .....Dec 6-9, Jun 20-23

**PC Training – see Microsoft and HTML****Presentation Graphics – see Microsoft PowerPoint and Microsoft Visio****Problem Solving**

Basic Problem Solving (\$675) .....Oct 25-27, May 23-25

**Programming Languages – see Assembler, COBOL, NATURAL, Access, Excel****Project Management**

Applied Project Management (\$550) .....Sep 20-22, Nov 17-19, Dec 15-17,  
 Feb 7-9, Mar 14-16, Apr 25-27,  
 May 23-25, Jun 20-22  
 Project Management for Individual Contributors (\$450) .....Oct 21-22, Apr 18-19  
 Applying PMI's PMBOK to Information Technology Projects (\$250) .....Nov 16, Jun 23  
 Microsoft Project 2000 Introduction (\$300) .....Aug 11-12, Sep 14-15, Oct 20-21,  
 Dec 1-2, Jan 10-11, Mar 1-2,  
 Apr 13-14, May 17-18, Jun 22-23  
 Microsoft Project 2000 Advanced (\$150) .....Sep 13, Dec 9, Mar 21, Jun 9

**SAS Software**

Introducing to Programming Using SAS Software (\$600) .....Oct 4-5, Mar 7-8  
 SAS Programming I: Fundamentals of the SAS System (\$1,125) .....Oct 25-29, Mar 21-25, Jun 13-17  
 SAS Programming II: Data Manipulation Using the Data Step (\$725) .....Nov 30-Dec 2, Apr 25-27  
 SAS Programming III: Advanced Techniques (\$600) .....Mar 9-10  
 SAS Programming IV: Optimization Tips and Techniques (\$600) .....May 26-27  
 SAS Report Writing: A Programming Approach (\$725) .....Feb 7-9  
 SAS Statistics I: Basic Anova and Regression Analysis (\$725) .....May 23-25  
 SAS Version 9 Changes and Enhancements (\$600) .....Oct 6-7, Feb 10-11

**Software Testing – see System Development Life Cycle****Spreadsheets – see Microsoft Excel****SQL**

Getting Started with SQL (\$450) .....Sep 21-22, Jan 18-19, Jun 7-8  
 Coding Intermediate SQL (\$450) .....Feb 7-8, Jun 27-28

## System Development Life Cycle

Introduction to Analysis and Design (\$450)..... (formerly <i>Systems Analysis and Design Methods</i> )	Oct 14-15, Apr 25-26
Modeling Essential Business Processes (\$925) ..... (formerly <i>Introduction to Structured Analysis</i> )	Aug 23-27, Nov 1-5, Jan 24-28, Mar 7-11, May 16-20
Discovering Essential Business Requirements (\$775)..... (formerly <i>Effective Business Requirements</i> )	Sep 13-15, Nov 30-Dec 2, Mar 23-25, May 25-27
Modeling Essential Business Data (\$825)..... (formerly <i>Data Modeling Essentials</i> )	Oct 5-8, Feb 22-25, May 31-Jun 3
Designing Optimum Business Systems (\$675) ..... (formerly <i>Introduction to Structured Design</i> )	Dec 13-15, Apr 27-29
Building an Effective Testing Environment (\$825) ..... (formerly <i>Structured Testing Fundamentals</i> )	Oct 25-28, Apr 4-7, Jun 13-16
Tailoring the SDLC Process to Your Organization (\$675) ..... (formerly <i>Maturing Your SDLC Process</i> )	Jan 10-12, Jun 27-29
Designing Distributed Databases (\$675)..... (formerly <i>Database Technology for the New Millennium</i> )	Feb 14-16
Streamlining the SDLC Process (\$925) ..... (formerly <i>Structured Analysis – Advanced Concepts</i> )	Feb 28-Mar 4
Modeling in an Object-Oriented Environment (\$975) ..... (formerly <i>Analysis &amp; Design in an Object-Oriented Environment</i> )	Apr 11-15
Utilizing Distributed Architectures (\$675) ..... (formerly <i>Client/Server – A Technical Overview</i> )	Nov 15-17, May 2-4

## Technical Writing

Creating Technical Documentation (\$450).....	Oct 28-29, May 26-27
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## Web Development

HTML 4 Programming Level 1 (\$125) .....	Sep 28, Jan 26, May 16
HTML 4 Programming Level 2 (\$125) .....	Dec 8, May 25
HTML 4 Programming Level 3 (\$125) .....	Oct 27, Jun 13
Microsoft FrontPage 2000 Introduction (\$125).....	Sep 28, Mar 15
Microsoft FrontPage 2000 Advanced (\$125).....	Apr 26

## Word Processing – see Microsoft Word

## z/OS (formerly OS/390 and MVS) Operating System

Introduction to z/OS (\$450) .....	Sep 23-24, Dec 7-8, Mar 10-11, Jun 16-17
Getting Started with z/OS TSO/ISPF (\$450) .....	Sep 27-28, Dec 9-10, Mar 14-15, Jun 20-21
Getting Started with z/OS JCL and Utilities (\$675) .....	Sep 29-Oct 1, Dec 13-15, Mar 16-18, Jun 22-24
z/OS Job Control Language – Advanced Concepts (\$450) .....	Nov 29-30, Jun 9-10
z/OS Application Dump Reading (\$450) .....	Jan 20-21
Basic VSAM Programming (\$675).....	May 18-20

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## HHSDC Training Center Conference and Training Facilities Available to Rent

*All rooms come with standard equipment and features listed below*

Room	Daily Rate	Description	Capacity	Additional equipment/features
Conference Room 1	\$50.00 (eff. 7/1/04)	Conference room	25	<ul style="list-style-type: none"> <li>large executive conference table seating 16-18</li> <li>laptop hook-up</li> <li>For safety reasons no outside equipment other than a laptop allowed</li> </ul>
Conference Room 2	\$250.00	Auditorium	130	<ul style="list-style-type: none"> <li>Speaker's lectern</li> <li>Audio system</li> </ul>
Training Room 1	\$250.00	Standard Classroom	40	N/A
Training Room 2	\$400.00	Computer Classroom	20	Printer
Training Room 3	\$250.00	Standard Classroom	40	N/A
Training Room 4	\$350.00	Computer Classroom	16	Printer
Training Room 6	\$250.00	Computer Classroom	10	Printer
Training Room 8	\$300.00	Computer Classroom	12	Printer
Training Room 9	\$250.00	Standard classroom	20	<ul style="list-style-type: none"> <li>4 breakout rooms with dry erase boards, seating 5 each</li> </ul>

### Standard equipment/features in each room:

- Multimedia projector
- Dry erase boards
- Overhead projector for transparencies
- Adjustable lighting
- Instructor/presenter PC with Microsoft Office
- Internet access

### Equipment available on request:

- TV
- VCR
- Flipchart easels w/pads
- Conference call phone

**TECHNICAL SUPPORT** – One hour of free technical support is provided per event. Additional hours of support will be billed at the rate of \$75 per hour.

**CANCELLATION POLICY** – Room reservations must be cancelled no later than 2 working days prior to the event or a late charge will be billed equivalent to 25% of the room rental fee. The HHSDC will bill your department for technical support time and material and any other expenses incurred by the HHSDC Training Center at the request of the customer up to the time of the cancellation.

**SPECIAL REQUIREMENTS** – Requests for special requirements, such as extended hours, additional equipment, etc. must be submitted to the HHSDC Training Center at least 15 working days in advance, and are subject to approval by your Room Coordinator.

**ROOM CONFIGURATIONS** – All rooms must be used as is. Moving of furniture is not permitted without prior approval by your Room Coordinator.

*Please see reverse for Room Rental Usage Policy*

## **HHSDC Training Center ROOM RENTAL USAGE POLICY**

1. Training Center hours are 7:30 AM – 4:30 PM. Please ensure that your event is completed by closing time.
2. All rooms must be used as is. Moving of furniture is not permitted without prior approval by your Room Coordinator. Most rooms are set up in classroom style. We encourage you to make an appointment with your Room Coordinator to view our rooms before reserving one, to ensure that they will meet your needs.
3. If additional furniture or equipment is needed, ask the Training Center staff for assistance. Do not remove furniture or equipment from other rooms.
4. Your Room Coordinator must be notified of any outside catering or other event support you are considering. Usage of any event support is subject to prior approval of your Room Coordinator. The HHSDC Training Center is not responsible for arranging or coordinating with any event support you provide.
5. Requests for special requirements, such as extended hours, additional equipment, etc. must be submitted to the HHSDC Training Center at least 15 working days in advance, and are subject to approval by your Room Coordinator.
6. Training Center technical staff must approve the use of outside equipment, software and/or hardware to determine technical feasibility. Please provide this information at least 15 working days prior to your event date. For safety reasons, no outside equipment other than a laptop is allowed in Conference Room 1.
7. Telephones are available in the lobby for free local or credit card long distance calls.
8. For incoming emergency calls, you may use (916) 739-7502 as a message number.
9. A fax machine is available in the West Wing Lobby for customer use. The fax number is (916) 739-7910. Training Center staff do not monitor this fax machine. If you expect a fax, be sure to check periodically.
10. One hour of free technical support is provided per event. Additional hours of support will be billed at the rate of \$75 per hour.
11. Room reservations must be cancelled no later than 2 working days prior to the event or a late charge will be billed equivalent to 25% of the room rental fee. The HHSDC will bill your department for technical support time and material, if any, and any other expenses incurred by the HHSDC Training Center at the request of the customer up to the time of the cancellation.

*If you have any questions please contact your Room Coordinator at the  
HHSDC Training Center (916) 739-7502*





# **HHSDC Training Center - Map and Directions** **9323 Tech Center Drive, Sacramento CA 95826** **(916) 739-7502**

**From the Airport on I-5 or Marysville/Yuba City on Hwy 99**  
 I-5 south to Business 80 east  
 Business 80 to Hwy 50  
 Hwy 50 to Bradshaw Rd  
 Left on Bradshaw to Folsom Blvd  
 Left on Folsom to Mayhew  
 Left on Mayhew  
 Right on Tech Center Drive

**From Roseville or Auburn on I-80**  
 Take Business 80 downtown  
 Take Hwy 50 east  
 Exit Bradshaw Rd  
 Left on Bradshaw to Folsom  
 Left on Folsom to Mayhew  
 Left on Mayhew  
 Right on Tech Center Drive



## **Light Rail**

Exit Tiber Station (the Training Center is next to this station-take walkway from station to Training Center rear parking lot)

